

Classification

REPORTS INVENTORY						CONTROL NO.	
PREPARE IN DUPLICATE						DDS/oc-004	
1. TITLE OF REPORT (if a fill-in report include Form No.)						2. TYPE OF REPORT	
Significant Events						<input type="checkbox"/> STATISTICAL <input checked="" type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL		TRAINING		1	
		LOGISTICS		SECURITY			
		MEDICAL		FINANCE		2	
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.)				6. DISTRIBUTION (No. of components not number of copies)	
1		Annual				1-D/CO	
7. FORMAT (memorandum, form computer print-out, etc)		8. ADP PROCESSING				9. DIRECTIVE AUTHORITY REQUIRING REPORT	
Memorandum		<input checked="" type="checkbox"/> YES IF YES GIVE ADP PROCESSING NO. <input type="checkbox"/> NO				D/CO	
10. PREPARING COMPONENT (include lowest level contributing information to report)				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)			
SPD & Branches				SPD Branches			
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED = COST PER YEAR
GS-16	13.61		32		435.52		435.52
GS-13/7	9.67		32		309.40		309.40
GS-05	3.36		4		13.44		13.44
GS-14	10.39		12		124.65		124.65
GS-05	3.36		6		20.16		20.16
GS-13	9.40		4		37.60		37.60
GS-07	4.15		2		8.30		8.30
GS-15	13.20		10		130.20		130.20
GS-07	4.15		3		12.45		12.45
B. COSTS OF COMPUTER PRODUCED REPORTS / \$1091.72							
TOTAL COSTS PER YEAR							
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.							
Report required by D/CO.							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT						ESTIMATED SAVINGS	
<input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain)						MAN-HOURS	
CHANGE						DOLLARS	
DISCONTINUE						STAT	
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION				18. EXTENSION	
6 Oct 1970		Approved For Release 2006/11/13 : CIA-RDP75-00399R000100090016-1					